



Community Development Services
Planning Division
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
(317) 887-5230
(317) 887-5616 fax

MULTI-FAMILY (NEW)
(additions or remodels of existing multi-family dwellings
should use the commercial packet)

PERMIT APPLICATION REQUIREMENTS

10-15 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

Review Time does not begin until we receive a complete Application Packet which includes:

Application Form (One Form per building)

Plan Authentication Agreement

Impervious Surface Area Change Form

3 full sets of construction plans

1 digital copy of construction plans in .pdf format

NO FEES ARE DUE OR WILL BE ACCEPTED AT TIME OF APPLICATION

You will be notified immediately if your application submittal is incomplete. We will still consider your application complete if the contractor information is not yet available.

We encourage you to submit your application to us while waiting for your state design release. Any releases must be received **PRIOR TO ISSUANCE** of the building permit.

FEES DUE AT TIME OF PERMIT ISSUANCE		
Building Permit Fee	New Building	\$100 per unit + \$.02 per sq. ft. per building + \$100 per acre of entire project. The acreage fee will be added to one permit.
Sewer Connection Permit Fee Based on Water Meter Size	For each 3/4" or 5/8" water meter	\$835.00
	For each water meter larger than 3/4" but less than 2"	\$2,087.00
	For each 2" water meter	\$8,346.00
	For each water meter over 2"	\$19,196.00
Sewer Availability Fee Based on Water Meter Size	For each 3/4" or 5/8" water meter	\$2,073.00
	For each 1" water meter	\$5,389.80
	For each 1 1/2" water meter	\$12,023.40
	For each 2" water meter	\$20,730.00
	For each 3" water meter	\$47,679.00
	For each 4" water meter	\$84,993.00
	For each 6" water meter	\$190,716.00
Park Impact Fee	For each 8" water meter	\$339,972.00
	For each One Bedroom Unit	\$815.55
	For each Two Bedroom Unit	\$1,066.49
Erosion and Sediment Control Permit Fee	For each Three Bedroom Unit	\$1,254.70
	(applicable to land disturbances greater than 10,000 sf, but less than 1 acre) CURRENTLY NO CHARGE	
Stormwater Management Permit Fee	(applicable to land disturbances of 1 acre or more) \$50.00	

NOTICE

On September 9, 2015 the City of Greenwood adopted Architectural Design Standards. These standards are required for all new residential construction. A copy of the standards can be found on the City website at http://www.greenwood.in.gov/egov/documents/1443706616_85759.pdf.



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CONTACTS		
Planning Division, Office of the Building Commissioner:	Lowell Weber, Building Commissioner Tony Magnabosco, Building Inspector I Aaron Crute, Building Inspector II Peggy Deer, Administrative Assistant Website: www.greenwood.in.gov	(317) 881-8698
Stormwater Department	Chris Jones, Stormwater Superintendent Randy Weathers, Stormwater Supervisor Mike Weaver, Technician	(317) 887-4711
Greenwood Fire Department:	Tracy Rumble, Fire Marshal Bryan Brown, Deputy Fire Marshal	(317) 882-2599
White River Township Fire Dept	Mike Arany, Fire Marshal Braden Prochnow	(317) 888-8337
Johnson County Health Dept:	Food Services Plan Review and Inspection 460 N Morton St, Suite A Franklin, IN 46131	(317) 346-4365
Indiana Department of Homeland Security Construction Design Release	Filing Requirements and Fees	(317) 232-6422
	Electronic Filing Information and Assistance	(317) 232-1426
	Project Expedite	(317) 232-1426
	Web Site: http://www.in.gov/dhs/2372.htm	



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APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying plans and specifications, which improvement is to be located as shown on the accompanying plot plan. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit and any applicable sewer permits.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

DATE OF APPLICATION _____ **Date Approved** _____ **Date Issued** _____

LOCATION TO BE IMPROVED Address(es): _____
(one application form per building)

Lot Number _____ **Block** _____ **Section** _____

Subdivision _____

Number of Units: _____ **1 Bedroom** _____ **2 Bedroom** _____ **3 or more Bedroom** _____

TYPE OF IMPROVEMENT **(MFDN)** – Multi-Family New

SIZES **Total Square Feet of Building** _____

Total Acreage of Project _____

	Staff Use
PERMIT FEE	\$ _____
TECH FEE (3)	\$25.00
TOTAL FEE	\$ _____

APPROXIMATE PRICE OF PROJECT \$ _____

WATER METER(S) TO BE INSTALLED **Number** _____ **Size(s)** _____

TYPE OF SIDING MATERIAL: _____ **If vinyl, what is thickness?** _____ inch

If using a type of lap siding, what is width of exposed board face? _____ inches

TYPE OF ROOFING MATERIAL: _____

APPLICANT **Name:** _____ **Phone** _____

Address: _____

OWNER **Name:** _____ **Phone** _____

Address: _____

CONTRACTOR **Name:** _____ **Phone** _____

Address: _____

ON-SITE CONTACT PERSON Name: _____ Phone: _____

TRAINED INDIVIDUAL IN CHARGE OF THE MANDATORY STORMWATER POLLUTION PREVENTION PROGRAM (required for new construction or additions only)

Name: _____ Phone _____

Address: _____

List of Qualifications: _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
(or designated representative)



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PLAN AUTHENTICATION AGREEMENT

Project Name: _____

Project Address: _____

As the person eligible and responsible for obtaining a permit or permits as required in Section 10-130 of the City of Greenwood Municipal Code, and based upon information contained within these plans, I certify that these plans are identical to those released for construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review. I also understand that if it is determined that these plans are not identical, all permits obtained from the City of Greenwood as a result of their submittal will be considered to be in violation of Section 10-130 of the City of Greenwood Municipal Code.

Authorized Signature

Date

Printed Name



City of Greenwood Department of Stormwater Management

300 South Madison Ave, Greenwood, IN 46142

voice (317) 887-4711 fax (317) 887-5616

Impervious Surface Area Change Form

Physical Property Location:

Premise Address _____

Parcel Number(s) _____

Premise Phone Number _____

Owner Contact Information:

Owner Name _____

Owner Address _____

Owner Phone Number _____

Definition of Impervious Surface Area: Hard surface area that collects and concentrates run-off from a property or parcel of land.

Impervious surface area includes:

- a. Asphalt and concrete roadways, driveways and parking and storage areas
- b. Compacted gravel roadways, driveways and parking and storage areas
- c. Rooftops, sidewalks, patio areas and pool decks
- d. Other areas as deemed necessary and approved by the Board

Internal Use Only

Previous Impervious Surface Area (square feet) _____

Change of Impervious Surface Area (square feet) _____

Increase or Decrease (circle one)

Total Impervious Surface Area (square feet) _____

Reason for change (Permit # or) _____

Original to Department of Stormwater Management

Stormwater Management to deliver to Finance

Changes Made on (date) _____